

I. GENERAL INFORMATION

1. SOLICITATION NUMBER:	SOL-72030618B00021
2. ISSUANCE DATE:	April 19, 2018
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:	May 04, 2018 no later than 16:30 Kabul time
4. POSITION TITLE:	Management and Program Analyst
5. MARKET VALUE:	GS-12 (\$63,600 - \$82,680) Final compensation will be negotiated within the listed market value.
6. PERIOD OF PERFORMANCE:	The period of performance is one year, with the possibility of extensions.
7. PLACE OF PERFORMANCE:	USAID/Afghanistan
8. WHO MAY APPLY:	United States Citizens (including Permanent Residents) and Third Country (non-US, non-Afghan) Nationals*
9. SECURITY LEVEL REQUIRED:	As an employment pre-condition, the successful applicant is required to obtain a Secret clearance (if U.S. Citizen), or Moderate Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident or Third Country National)

10. STATEMENT OF DUTIES:**1) General Statement of Purpose of Contract:**

The incumbent plays a critical role in USAID/Afghanistan's program and project development. USAID/Afghanistan is the Agency's largest bilateral portfolio in the world, with over \$13 billion spent on development programs since 2002. USAID focuses on building the capacity of the Afghan government, people, private sector, and civil society to take ownership of long-term development and reconstruction efforts. USAID's strategy in Afghanistan focuses on three major areas: (1) expanding sustainable agriculture-led economic growth; (2) maintaining and enhancing gains in health, education, and the empowerment of women; and, (3) improving the performance and legitimacy of the Afghan government. USAID continues to design and implement activities in a wide range of sectors including agriculture, economic growth, infrastructure (especially in energy), democracy and governance, health, education, and gender.

The incumbent is based at the U.S. Embassy in Kabul with USAID/Afghanistan. The incumbent is a part of the Project Design Team in the Office of Program and Project Development (OPPD), and reports to the Project Design Team Leader. The incumbent works with technical teams to plan and design USAID development projects in Afghanistan; and supports building the capacity of Cooperating Country National (CCN) on the Project Design Team to enhance their skills in project design and related areas as needed.

*Please see Section 11: Area Of Consideration

The incumbent establishes effective working relationships within USAID and the U.S. Embassy as well as the Government of Afghanistan (GoA) and international donor community, when appropriate.

The nature of the position requires that the individual be highly knowledgeable of USAID's development assistance programs, policies, and budget. The work of the incumbent requires developed skills in capacity building and mentoring as well as a high level of independent initiative, excellent communication, strong customer service orientation, and attention to detail.

The incumbent is a technical specialist for OPPD's project design and management efforts in compliance with USAID/Afghanistan Mission's policies and standards. Incumbent supports OPPD's efforts to address design requirements for the Mission across the entire portfolio, ensuring compliance with USAID regulations and exercising quality control so that projects are designed in harmony with the Mission's strategy and intended results.

2) Statement of Duties to be Performed:

Major responsibilities

1. Providing programming technical support to Technical Offices

The incumbent works closely with development professionals from USAID/Afghanistan's technical offices to ensure timely and high quality completion of new project designs and modifications of existing projects. This requires extensive interaction with staff from the technical offices, the Office of Acquisition and Assistance (OAA), and the Office of Financial Management (OFM), as well as coordination across OPPD units (especially budget, and monitoring evaluation and learning teams). Duties include advising technical offices regarding Agency and Mission-specific rules for designing new projects and amending existing projects; backstopping one or more technical offices for project design work; assisting technical office staff in preparing procurement and obligation documentation; provide support to the Mission as the Point of Contact (PoC) of technical support areas; guiding offices in preparation of periodic portfolio reviews; and, assisting in the development and implementation of the Mission strategy.

2. Leading discussions, documentation and reviews for project designs

The incumbent works with colleagues to arrange, facilitate, and document discussions regarding new project designs and the modification of existing projects. Duties include arranging and/or facilitating USAID reviews of Project Design Plans and draft Project Appraisal Documents; drafting issues papers; arranging and/or participating in meetings regarding new project designs and modifications of existing projects; participating in meetings with officials from the GoA, donor organizations, private sector entities, and other development partners regarding project designs and modifications; and, documenting information from key meetings and discussions to ensure these are taken into account during the project design and project modification process.

3. Collaborating with other professionals within OPPD

The incumbent coordinates with other units within OPPD to plan and deliver products jointly produced by OPPD, including materials for portfolio reviews, monitoring reviews, annual planning and performance reporting, and other required external reporting and communications deliverables.

4. Train Cooperating Country National Staff

The frequent turnover of CCN staff at USAID/Afghanistan means that quickly and effectively training new CCN staff is critical to enable new staff to make meaningful contributions. The incumbent is responsible for mentoring CCN staff to build capacity in all aspects of project design, including but not limited to the USAID Program Cycle, USAID's Project Design Guidance, preparation of project design documentation (results frameworks, Project Appraisal Documents, etc.), pro-obligation procedures, and effective backstopping of technical offices. The Incumbent endeavors to involve CCN staff extensively in OPPD's work, exposing them to increasing levels of responsibility, substance and independence.

5. Advises and updates OPPD management on programming issues and strategic planning

Advises OPPD Director, Deputy Director; the Project Design Team Leader; and other OPPD professionals on program and project issues as needed. Serves as the Acting Project Design Team Lead when needed. Collaborates in the preparation and socialization of the Mission Strategy, not limited to Mission Orders and Country Development Cooperation Strategy.

3) USAID Consultation or Orientation (if applicable):

The selected applicant shall proceed to the Washington, D.C. area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat CT-650 (FACT) and the Afghanistan Familiarization RS-415 (FAM) courses (if FAM was not completed within the past five years and if FACT training did not include the ESCAPE Module) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT and FAM are mandatory courses for service in Afghanistan.

4) Supervisory Relationship:

None

5) Supervisory Controls:

The incumbent works under the supervision of OPPD's Project Design Team Lead. The Project Design Team Lead provides supervision and guidance on policy, program objectives and priorities. The incumbent has latitude in planning his/her work schedule, and independently performs all assigned duties and responsibilities. This position requires independent initiative and has significant autonomy, within the scope of delegated authorities. The Project Design Team Lead will provide overall strategic guidance for this position, with additional direction to the incumbent provided as needed and requested. The Project Design Team Lead will review performance through observation, consultation, and feedback from technical offices.

11. AREA OF CONSIDERATION:

According to ADS 309.3.3, a “USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. USPSCs are also preferred over TCNPSCs with equivalent qualifications.”

Therefore, United States National (USN) offerors will be evaluated in isolation first and only when/if there is no USN qualified, only then Third Country National (TCN) offerors will be considered.

For USPSC:

- Be a U.S. citizen or U.S. Permanent Resident (“green card holder”);
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain a Secret clearance (if U.S. Citizen), or Medium Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident);
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

For TCNPSC:

- Be a Third Country National. Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain Medium Risk Public Trust (MRPT) access authorization;
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.
- Employment is subject to funds availability and all the required approvals obtained.

12. PHYSICAL DEMANDS:

The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

13. POINT OF CONTACT:

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) Education:** A Bachelor's degree in international development, business administration, public administration, international studies, development studies, or other social science such as economics is required. (Education requirements must be met at the time of application for the subject position).
- b) Work Experience:** A minimum seven (7) years of progressively responsible, professional-level experience working with international development in planning, designing, managing and implementing project design and implementation for donor organizations, non-governmental organizations or private sector institutions. (Work experience requirements must be met at the time of application for the subject position).

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically

address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

FACTOR #1: Describe your knowledge of USAID’s Program Cycle and the project design process.

FACTOR #2: Outline your project design experience highlighting by example how you exercise professional judgment in the organization, prioritization, and management of tasks, particularly as they relate to multi-tasking in a high-pressure, fast pace environment.

FACTOR #3: Describe your ability to work collaboratively, build consensus, mentor, and effectively coordinate with technical, professional staff and implementing partners in a multi-cultural setting.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors

Factor #1 15 points

Factor #2 10 points

Factor #3 05 points

Interview Performance 70 points

Interview questions will revolve around the candidate’s ability to:

- Work with multi-cultural professional teams to complete deliverables
- Communicate how principles of programming, including project design based on USAID policies are applied in practice to support managing for results
- Plan, coordinate and facilitate multi-office events such as combined planning / reporting; portfolio reviews
- Ability to advise leadership on programming issues and strategic planning

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

IV. APPLYING

All applications must be submitted electronically by e-mail with the subject line **SOL-72030618B00021 – Management and Program Analyst** to: AfgPSCjobs@usaid.gov

Attention: Executive Officer
USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation prior the closing date and time specified in Section I, item 3 mentioned above unless revised. The highest ranking applications may be selected for an interview.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. U.S. government AID 302-3 (signed) form which is available at the following website: <https://www.usaid.gov/forms/aid-302-3>
2. A current curriculum vitae (CV) or resume.
3. A minimum of three (3) professional references with telephone and e-mail contacts, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the work experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result in the rejection of their application from further consideration.

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570)
4. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section.

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VII. TAXES

USPSC's are required to pay Federal income taxes, FICA, Medicare and applicable State income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC and TCNPSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR),

- **Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”**

- **Appendix J**, “Direct USAID Contracts with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>.

3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the **“Standards of Ethical Conduct for Employees of the Executive Branch,”** available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.

See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.